SAN BRUNO COMMUNITY FOUNDATION

MINUTES

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Regular Meeting of the Board of Directors

May 15, 2014 6:30 p.m.

Meeting Location: San Bruno City Hall, Conference Room 115, 567 El Camino Real, San Bruno

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- 1. Call to Order/Welcome: President Kraus called the meeting to order at 6:40 p.m.
- 2. Roll Call: Boardmembers Kraus, McGlothlin, Roberts, Cohn, Bohm, and Hedley present.
- **3. Approval of Minutes: April 17, 2014, Regular Board Meeting:** The April 17, 2014 Regular Board Meeting minutes were approved as presented. (M/S FH/JM)
- **4. Announcements:** The Board received an invitation to the American Legion Hall for their Grand Re-Opening and the unveiling of their new mural on Saturday, May 17, 2014.

5. Boardmember Comments:

- a. President: President Kraus expressed her appreciation to the consultants and staff supporting and assisting the Board in moving forward with the foundation's organization as quickly as possible.
 Kraus also congratulated and thanked Britt Strottman on behalf of the Board, for being
 - named one of California's "Top 75 Women Lawyers" for 2014.
- b. Others: None.
- **6. Consent Calendar:** All items are considered routine or implement an earlier Board action and may be enacted by one motion; there will be no separate discussion unless requested by a Boardmember, citizen, or staff.
 - Adopt Resolution Approving Document Retention Policy: Item was approved unanimously.
 (M/S ER/FH)
 - b. Adopt Resolution Approving Rules of Parliamentary Procedure for Board Meetings: Item was approved unanimously (M/S ER/FH)

7. Conduct of Business

a. Receive Report and Adopt Resolution Approving 501(c)(3) Application and Accompanying Three-Year Budget: The Board must file the 501(c)(3) by October 2015 and the process could take up to a year. The Board will be able to move forward with the development of

grant policies during the application process as long as no modification to the application is needed. It is recommended the application be submitted with newspaper articles, settlement agreement, and the joint press release with the City and PG&E. This will give background as to where the money came from and provide a powerful testament about the formation of the organization. Hedley motioned to adopt the resolution approving the 501(c)(3) application and accompanying three-year budget, seconded by Bohm and approved unanimously. The Application and budget will go before the City Council on June 10, 2014, for review and approval.

- b. Receive Report and Provide Direction Regarding Three-Year Operational Plan: It is proposed that the Board move forward with the three-year budget based on a 5% payout. This three year quasi-endowment will free the Board to move in a certain direction and build a job description for the executive director and support staff. Roberts motioned to direct Staff to bring back a resolution nominating Boardmembers Kraus, Hedley, and Stanback Stroud to a sub-committee for the purposes of developing a job description for an Executive Director, seconded by McGlothlin and approved unanimously. McGlothlin motioned to direct staff to develop a three-year operational plan including items listed in the staff report, seconded by Hedley and approved unanimously. Boardmembers discussed the possibility of another study session.
- c. Receive Report and Provide Direction Regarding Operating Norms for SBCF Activities:
 Merging the City Government and Non Profit worlds is unusual. The operating norms of this
 Foundation will need to represent a merger of the two worlds and may not look like other
 Boards norms. The Board suggested adopting the norms as a policies and procedures. The
 Board would like to continue to develop the norms and offered some suggestions including:
 - defining parameters of when things can be submitted for the agenda
 - adding specificity about ad hoc committees of the Board
 - looking into procedures that other cities use for their City Councils
 - providing guidance about document review processes and subcommittee updates
- d. Receive Report Regarding Update on Timeline of SBCF Activities: The Board appreciated the concise and clear report reflecting the great progress that has been made thus far and recommended adding some projections to the timeline.
- **8. Public Comment:** Individuals are allowed three minutes, groups in attendance, five minutes. If you are unable to remain at the meeting, contact the President to request that the Board consider your comments earlier. It is the Board's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Board from discussing or acting upon any matter not agendized pursuant to State Law.

None.

9. Adjourn

The meeting was adjourned by unanimous vote at 7:52 p.m. (M/S JM/FH)

Respectfully submitted for approval at the Regular Board Meeting of June 19, 2014, by Secretary Emily Roberts and President Nancy Kraus.

Náncy Kra⁄ús, President